

Santa Monica Regional Consortium for Adult Education Meeting		
9.11.2017	3:30-5:00 PM	Professional Development Center (PDLC) SMMUSD
Meeting called by	Dione Carter & Anthony Fuller	
Type of meeting	Consortium Meeting	
Facilitator	Laura Manyweather & Anthony Fuller	
Note taker	Saman Mehrazar	
Timekeeper	Laura Manyweather	
Attendees	Aida Diaz, Alexandra Morgan, Anita Gill, Anthony Fuller, Audra Wells, Carla Fantozzi, Christopher Gibson, Edith Parra, Flavia DeMello, Janet Harclerode, Laura Manyweather, Lizbeth Koenig, Lois Bostwick, Lorena Martin, Lynn Harvey, Michael Bronstein, Nataly Gonzalez, Nicola McGee, Norma Torres-Gonzalez, Olga Saucedo, Patricia Hernandez, Roshni Mejia	
Review and Approval of Minutes	Laura Manyweather	
Public Comments & Guest Speakers		
3:45	Laura Manyweather & Anthony Fuller	
Discussion	Motion to review 6/22/17 Consortium Retreat Minutes was approved – Janet Harclerode 1 st , Audra Wells 2 nd	
Action Items	Person Responsible	Deadline
n/a		
Consortium Updates		
3:45 – 3:50	Laura Manyweather, Anthony Fuller	
Discussion	AEBG 2017-2018 Annual Plan	
AEBG 2017-18 Annual Plan was submitted and approved by the state (Approved Hardcopy distributed to all members).		
Our consortium received full allocation of \$1,000,000, with \$386,508 to SMC and remainder to SMMUSD.		
Action Items	Person Responsible	Deadline
Retain & review 1718 Annual Plan to align all activities with plan objectives	All	Ongoing
Professional Development		
3:50 – 3:55	Laura Manyweather	
Discussion	Attendance and reporting on professional development conferences	
A slot on future agendas will be reserved for consortium members to report out on recently attended conferences, workshops, and other grant-funded professional development activities.		
Participation in out-of-state professional development conferences will be approved, provided that delegates from both member organizations attend (SMC/SMMUSD).		
Action Items	Person Responsible	Deadline
Prof. Dev. Conference attendees to report out to the consortium at the next consortium meeting, following the conference	All	Ongoing
CommunityPro Suite		
3:55 – 3:57	Laura Manyweather & Sam Mehrazar	
Discussion	Rollout of the inter-agency student referral and tracking software	
A kickoff event is scheduled for September 13 th . Transition specialists, relevant IT and classified staff will join the CommunityPro Suite team, via webinar, to sample the software's functions and capabilities. Next phase will be interviews with each regular user, to discover current workflow and processes. The interviews will inform the customization phase of the software rollout.		
Action Items	Person Responsible	Deadline
Update on subsequent phases of rollout	Sam Mehrazar	Ongoing

ESL Faculty Implementation Leads		
3:57 - 4:00	Laura Manyweather, Lizbeth Koenig, Flavia DeMello	
Discussion	Laura introduced SMC and SMMUSD's respective AEBG ESL Faculty Leads	
Liz Koenig and Flavia DeMello will be working closely to grow their programs, facilitate professional development for their faculty. Liz and Flavia will be exploring the I-BEST teaching model, as it might fit into their curricula.		
Action Items	Person Responsible	Deadline
Report out to consortium on ESL activities, at future meetings	Lizbeth Koenig & Flavia DeMello	Ongoing
Integrated Basic Education Skills Training (I-BEST)		
4:00 – 4:10	Laura Manyweather	
Discussion	I-BEST presentation at the next consortium meeting.	
Two I-BEST instructors will be attending the 10/2/17 consortium meeting, to raise awareness, conduct a small presentation on the I-BEST model, and to answer any questions.		
The presentation is to increase understanding of the I-BEST model. Those interested in attending a 2-day I-BEST training in the future will have an opportunity to learn more.		
Action Items	Person Responsible	Deadline
Familiarize yourselves with I-BEST, formulate questions for our I-BEST presenters at the next consortium meeting.	All	October 2, 2017
Emeritus Older Adult Population Survey		
4:10 – 4:11	Lucretia Crawford	
Discussion	Emeritus is devising and will conduct a survey by mail, of the region's older adult population	
Action Items	Person Responsible	Deadline
n/a		
SMRC for Adult Education Mission and Vision Statements		
4:15 – 4:55	Guest Speaker/Consultant – Dr. Nicole Johnson	
Discussion	Continuation of Mission/Vision statements activity from June 22 retreat	
Saman Mehrazar compiled the notes, activities, and illustrations from 6/22 meeting into one document. Dr. Johnson formulated several sample statements, based on the group's active discussion.		
The consortium collectively further edited the mission and vision statements, deciding on SMRC for Adult Education's working Mission and Vision Statements. We will revisit and revise the statements, when deemed apt by the group.		
Action Items	Person Responsible	Deadline
n/a		
Wrap-Up		
4:55 – 5:00	Laura Manyweather and Anthony Fuller	
Discussion	October 2 Consortium Meeting	
Send agenda item proposals to Sam Mehrazar or Lorena Martin. Be ready to ask questions at the I-BEST presentation.		
If you attend any adult education related conferences before 10/2, prepare to report out to the consortium.		
Action Items	Person Responsible	Deadline
If you attend any adult education related conferences before 10/2, prepare to report out to the consortium.	All	October 2, 2017